



# Getting Started

A guide for using iPod and iTunes  
for teaching and learning



# Contents

**Page 4 Foreword**

**Page 6 Overview**

6 Why iPod and iTunes for Education?

7 What Are iPod and iTunes?

**Page 10 Education Content for Use with iPod and iTunes**

10 Finding and Using Podcasts, Audiobooks, and Other Media

13 Creating Your Own Content

**Page 18 Adding Content to iPod Using iTunes**

19 Syncing iPod Automatically

20 Syncing iPod Manually

**Page 21 Managing iPod and iTunes for Student Use**

21 Getting Students Up to Speed

21 Setting Up Student Groups and Accounts

23 Keeping Track of Student iPod Players

24 Sharing iPod Players

24 Restricting Access with Parental Controls

**Page 25 iPod for Professional Development and Other Uses**

25 Using iPod for Professional Development

26 Syncing Calendars to iPod

26 Adding Contact Information to iPod

26 Using iPod as a Hard Disk

**Page 27 Accessorizing iPod**

27 Voice Recorders

27 Speakers

28 Cases

28 Other Accessories

**Page 29 Curriculum Ideas, Success Stories, and Lesson Starters**

29 Enhancing Classroom Learning with iPod and iTunes

30 Learning from Other Educators: iPod Success Stories

31 Lesson Starters for Integrating iPod into Your Curriculum

**Page 35 Resources**

35 Apple Websites

37 Third-Party Resources and Solutions

**Page 39 Appendix: iPod 101**

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# Foreword

Educators at nearly every grade level are examining the tools required to produce the 21st century skills today's students need to succeed in their schools, workplaces, and civic lives. One device that many educators are already using in their curricula with great results is the iPod. Teachers are using iPod to support second language learners, address the needs of diverse learners, motivate struggling readers, as well as to support their own professional development. And, because the iPod is portable, teachers and students can learn where and when they want.

iPod makes it possible to deliver large quantities of content—such as comprehensible language—to students in an efficient and convenient manner. Today, one out of every five K-12 students in the United States comes from a home in which a language other than English is spoken. This situation presents additional challenges for educators. With iPod and iTunes, teachers can now enhance audio with pictures and video, making important visual connections to the second language being learned.

Teachers and students can use the iLife suite of digital authoring applications included on every new Mac, such as iMovie HD and GarageBand, to create their own iPod content. iPod and iLife are a great way for educators to create, organize, and distribute content, all of which adds new and exciting dimensions to learning. And iTunes provides an easy way to store, organize, and purchase content for the iPod.

The seamless integration of iPod and iTunes makes it easy for teachers to provide textual, auditory, and visual resources to reach all types of learners, particularly those students who need extra assistance. Using iPod in the classroom can also assist in helping students master content standards. For example, iPod can help students achieve oral reading fluency—an important bridge between word decoding and reading comprehension.

Capturing the attention of today's students can be challenging, and using iPod with audiobooks is yet another way to get students engaged in learning. Audiobooks motivate and create interest in the physical texts themselves. Audiobooks can be readily used with iPod—using them in this way is like having a reader with the student at all times.

And what about the many administrative functions you must perform and keep track of as a teacher? iPod is also a wonderful device to help you to organize and manage routine tasks in your classroom. You can keep your calendar, contacts, and files on an iPod, as well as record voice memos to yourself or audio assessments of your students using an optional voice recorder.

This Getting Started guide is designed to help you create an environment where learning really is anywhere, anytime. You'll learn the basics of iPod and iTunes so that you'll be familiar with the operation and interface. Whether for one user or an entire class, you'll also discover how to effectively set up, maintain, and manage iPod in the classroom. You'll even explore several lesson plans and curriculum ideas for using iPod as a part of digital projects in your classroom. Because Apple products have a similar, easy interface, it won't take you long to begin using these innovative tools with your students.

The power to effectively teach and learn is in the hands of you and your students, both literally and figuratively, when you use Apple's iPod and iTunes in your classroom!

Kathy Shirley  
Technology and Media Services Director  
Escondido Union School District  
Escondido, California

# Overview

## Why iPod and iTunes for Education?

Innovative educators are using iPod as a powerful educational tool in the effort to meet students' academic needs and to help them achieve 21st century literacy. iPod and iTunes are the perfect combination for delivering many types of content. Interdisciplinary lessons that link music, art, and literature, as well as math modeling and virtual dissections are easy to put into students' hands. Addressing students with special needs, such as visual and auditory impairments, is also made simple with the use of iPod and iTunes. Much of the educational potency of iPod stems from its portability and its capacity to both enhance teaching and learning at school and extend it beyond the classroom.

- The iPod is a portable learning tool—an electronic classroom, allowing anywhere, anytime access to speeches, audiobooks, and lectures. Its portability also means that students can readily share their work with family members.
- Because the iPod is so portable, it “time shifts” education, allowing stored content to be listened to or viewed at a time more convenient for the learner.
- iPod and iTunes are tools for delivering differentiated curriculum to learners at teachable moments at different times and locations, allowing teachers to expand learning beyond the traditional boundaries of class time. This is especially important for students performing below grade level, as a major challenge educators face in helping these students achieve grade-level proficiencies is accelerating and extending their learning time beyond the school day.
- iPod and iTunes allow enhanced audio communication, increased learner control over content, and the ability for the learner to multitask.
- iPod gives educators a way to easily harness the power of audiobooks for students. Because listening is fundamental to learning all the other language arts (reading, writing, and speaking), students who are better listeners are also better learners. In particular, students who comprehend well through listening do the same when reading. Audiobooks delivered via iPod and iTunes model fluid phrasing, proper word pronunciation, and can be replayed as often as a student desires.
- Another big plus is the motivation factor of iPod and iTunes in the classroom. They meet the mobile and media-rich learning styles of today's students and allow them to learn as they live—on the go.

Many teachers are using iPod to help students learn a foreign language, become better readers, provide visual reinforcement of mathematics and science concepts, and support the diverse needs of today's learners. The opportunities are endless for teachers and students to seamlessly create, organize, distribute, and access all kinds of learning materials.

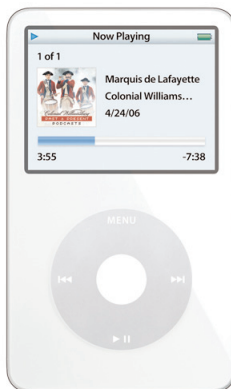


**Note:** This guide introduces you to using iPod with a variety of content in the classroom. It assumes you are using the iPod with video capability. If you're using an iPod that cannot play video, such as iPod nano or an older model of the iPod, not all of the discussion in this guide will apply.



## What Are iPod and iTunes?

This section introduces you to both the iPod player itself as well as to iTunes, the software used with iPod. For information about how to turn the iPod on and off and navigate the contents of an iPod, see “Appendix: iPod 101” later in this guide.



### iPod at a Glance

iPod is an easy-to-use portable media player for storing and playing audio, images, and video. iPod is most popularly known as a music player—it is that and more as an instructional tool in the hands of students and teachers. iPod can also be used as an external data storage device to store photos, notes, calendars, and contact files, as well as other files you might keep on a portable hard drive. iPod can also be connected to a TV or projection device (with an added AV cable) to display files such as slide presentations. And, with the addition of a small third-party voice recorder, iPod can be used to record any kind of audio file—from class lectures to poetry readings. (For more information, see “Using iPod for Voice Recording” and “Accessorizing iPod” later in this guide.)

Loading files, photos, songs, and video content onto an iPod is simple. The iPod dock connector on the bottom of the iPod lets you connect, sync (load files onto the iPod), and recharge quickly using the included USB cable.

The iTunes library is where iTunes stores your collection of audio and video files on the computer. To sync your iPod, you first open the iTunes software on a computer and add audio and video files to the iTunes library. Next, you connect the iPod to the computer, and the files from the iTunes library on that computer are synced, or copied, to the iPod. (For more information, see “Adding Content to iPod Using iTunes” later in this guide.)

For more information and tutorials, visit:  
[www.apple.com/support/ipod101](http://www.apple.com/support/ipod101)

For detailed information about the specifications of each iPod model, including hard drive size, battery duration, and included accessories, visit:

[www.apple.com/ipod/specs.html](http://www.apple.com/ipod/specs.html)



## iTunes at a Glance

iTunes is an application for organizing and playing digital audio and video content. It has an incredibly easy-to-use interface for managing the content on an iPod. iPod and iTunes work seamlessly together to synchronize music, video, and other files available on a computer with iPod. This can be set up to happen automatically so that when an iPod is connected to a computer, the iTunes library is automatically synced (copied) to the iPod. iTunes can also be used to connect to the iTunes Store to download purchased music, television shows, feature-length movies, and free podcasts. iTunes is compatible with both Mac and PC and comes pre-installed on every Macintosh computer. It is available as a free download at [www.apple.com/itunes/download](http://www.apple.com/itunes/download).

Adding content to your iTunes library is as easy as importing a music CD or downloading content from the iTunes Store. When you open iTunes, the main iTunes window displays the contents of the iTunes library. The Source list on the left of the iTunes window gives you easy access to all the content you have stored within iTunes. The iTunes library can hold a collection of digital audio and video files, including music imported from a CD, podcasts subscribed to from the iTunes Store, or other audio and video content that has been imported or purchased from the iTunes Store. As an iTunes collection grows, you can maintain multiple libraries for classroom use.

When you connect an iPod to your computer or insert a CD, an icon for it appears in the Source list below Devices. When you click the icon of the iPod or the CD, iTunes displays its contents. You can also define settings for how you want to use the iPod by clicking the iPod icon in the Source list and then making selections from the tabs that appear. For example, an option in the Summary pane allows you to use the iPod like a hard disk. For more information about these settings, see “Adding Content to iPod Using iTunes” later in this guide.



Using iTunes, you can organize songs and other items into lists called playlists. For example, you can make a playlist for a specific student project or a playlist for a particular class. The Source list displays all of the playlists in the iTunes library. You can create your own playlists to organize the content in iTunes in the best way for you and your students. Playlists can contain individual songs, entire albums, podcasts, audiobooks, speeches, or videos. For example, if the class is studying the American colonies, you could create one playlist with songs from that time period and specific episodes from the Colonial Williamsburg podcast to share with students.

You can also create Smart Playlists that automatically update according to criteria you set—for example, podcasts you've added in the last month. Note that files are not duplicated each time you place them in a playlist. They are simply aliases, or pointers, to the actual files in your iTunes library.

From the iTunes window, you go to the iTunes Store by clicking iTunes Store in the Source list. (An Internet connection is needed.) You can use the iTunes Store to locate and download podcasts, music from around the world, audiobooks, speeches, and more. As you download free or purchased items, iTunes automatically adds the titles to your library. Downloading starts when you click Subscribe, Get, or Buy Now in the iTunes Store.

For more detailed information and tutorials about iTunes, visit:  
[www.apple.com/support/ipod101/tunes](http://www.apple.com/support/ipod101/tunes)

# Education Content for Use with iPod and iTunes

iPod and iTunes provide a great way for you and your students to access valuable educational resources. This may be content from existing sources, such as podcasts, audiobooks, movies, music CDs, and audio files of speeches, or content students create themselves, such as podcasts, movies, photos, or slide presentations. All of these types of files can be synced to an iPod for students, their families, and others to share. With the addition of a small voice recorder, the iPod is also a tool for producing content, such as for recording interviews for a family history slide presentation or reading samples to evaluate student progress.

This section describes different types of education content that are available for use with iPod and iTunes as well as how you can use the tools that come with a Mac to produce your own content to use with iPod.

## Finding and Using Podcasts, Audiobooks, and Other Media

Podcasts, speeches, audiobooks, and more are readily available from the Internet as well as on CDs and from other sources.

## Subscribing to Podcasts



A wide range of educational content is being developed for and delivered via podcasting. With podcasts, you and your students can subscribe to free audio or video content that is available on the Internet. Once you subscribe to a podcast, each new episode gets downloaded to a computer automatically. A podcast is similar to a radio or TV show, but a podcast can be listened to or viewed at any time. The underlying technology used for podcasts, called RSS (for Really Simple Syndication), is capable of containing any type of media, including audio, video, graphics, and more.

The material in podcasts can be anything from curriculum-related presentations to professional development series in which educators share content and best practices. Podcasts give students access to educational content such as recorded lectures, foreign language lessons, and biology demonstrations. Podcasts come in many varieties—everything from news, music, or talk shows, to readers' theater shows produced by students from around the globe. You can find professionally-created, free podcasts from media companies such as NPR, CNN, and Discovery Channel, as well as material posted from K-12 and university classrooms.



One of the best sources for education-related podcasts is the iTunes Store. These podcast subscriptions are free, and there is an entire section of content just for education. You'll find shows produced by students like *Radio WillowWeb* by the students at Willowdale Elementary School in Omaha, Nebraska and professional development materials from other educators, including the Apple Distinguished Educators podcasts *Cut to the Core: Essential Podcasts for Educators and Conference Connections*, with highlights from technology conferences. Many podcasts are designed to help with learning a new language, such as *The French PodClass*. Podcasts from museums are also readily available on the iTunes Store, such as *Museum Tours*, a collection of podcasts from museums around the world.

Using iTunes and iTunes Store, you and your students can browse, preview episodes, subscribe to, and download podcasts. The podcasts can also be synced to iPod for listening and learning while on the go. You and your students can also create and post podcasts to the iTunes Store. (See "Producing Podcasts with GarageBand" later in this guide.)

In addition to finding and locating podcasts via the iTunes Store, you can also subscribe to podcasts from other websites, such as from sites for museums, government agencies, or other educational institutions.

iTunes displays podcasts you've subscribed to in the Podcasts section in the iTunes library Source list. Just click Podcasts in the iTunes Source list to view the podcasts in that iTunes library.

To subscribe to and play a podcast from the iTunes Store, follow these steps:

- 1 Open iTunes, then click iTunes Store (below Store in the Source list).
- 2 Click Podcasts below iTunes Store in the iTunes window.  
A selection of podcasts is displayed.
- 3 Click a podcast to learn more about it.

You can locate many more podcasts either by browsing categories or by searching for a specific topic.

- 4 To browse the collection, click a category in the Categories list on the left of the Podcasts window. Click the Education category to view educational podcasts, which include subcategories of Educational Technology, Higher Education, K-12, Language Courses, and Training.
- 5 To search for podcasts by a topic or name, enter one or more words in the Search iTunes Store field in the upper-right corner of the iTunes window, then press Return. All of the contents of the iTunes Store are searched, not just podcasts, and the research results are organized by music, audiobooks, and podcasts.
- 6 When you find a podcast to which you want to subscribe, click the Subscribe button.
- 7 In the dialog that appears, click Subscribe.  
Future episodes of that podcast will be downloaded automatically to your iTunes library.
- 8 To play a podcast, click Podcasts under Library in the iTunes Source list.  
The podcasts in your iTunes library are displayed.
- 9 Click the podcast you want to hear, then click the Play button (the triangle in the upper left of the iTunes window).

For an overview of how podcasting can be used to support learning, visit [www.apple.com/education/podcasting](http://www.apple.com/education/podcasting). This site offers tutorials on how you can create, distribute, and access podcasts, as well as great sample podcasts and other resources, including Apple's *Learn to Podcast* series.

### Locating Audiobooks for Use in the Classroom

Many students benefit from having books on audio, and delivering books with iPod provides a portable and exciting way for students to listen and learn. If you already have audiobooks on CD in your classroom or school library, you can import those books into iTunes and then sync them with an iPod. A large selection of audiobooks is available for purchase via the Internet. You download them to your computer's iTunes library and then sync them to iPod.



To locate audiobooks available from the iTunes Store, go to the iTunes Store by clicking it in the Source list in iTunes. Click Audiobooks under iTunes Store in the main iTunes Store window. The available audiobooks, such as *Lord of the Flies*, *Macbeth*, and *Fudge* (by Judy Blume), are organized by category. You can locate audiobooks by entering a title or author in the search field at the top right of the iTunes window, and then pressing Return or Enter.

The website [www.audible.com](http://www.audible.com) also offers a wide choice of downloadable audiobooks for purchase, from classics to new releases.

For information about using audiobooks on iPod, including how to adjust the book's play speed, see "Appendix: iPod 101" later in this guide.

## Locating Movies, Music, Speeches, and Other Media

In addition to podcasts and audiobooks, you can also use other types of existing content with iPod and iTunes. You can browse through the iTunes Store to locate a variety of other media to enhance your curriculum, such as documentary movies and children's music. For more information about using the iTunes Store, see "Purchasing Education Content from the iTunes Store" later in this guide.

## Creating Your Own Content

iPod and iTunes offer easy access to many types of education content that you and your students produce, from digital media projects created with iLife, to class podcasts, voice recordings, slideshow presentations, and text files. The following sections provide an overview of these types of media files.

### Producing Digital Content with iLife

Apple's iLife suite is unparalleled in allowing you and your students to easily create media-rich lessons and projects. Producing digital media projects gives students a compelling way to learn and express their knowledge in any curriculum area. With iPod, students have a tool to share those projects. The iLife suite, which comes free on every new Mac, includes these applications:



- iMovie HD can be used for creating digital movies and video podcasts that can then be exported to an iPod for viewing.
- iPhoto can be used for importing, organizing, editing, and sharing photos. These photos can be used in iMovie HD projects and Keynote slide presentations and added to podcasts created in GarageBand. The movies, presentations, and podcasts can be synced to iPod as well as albums of photos in iPhoto.
- GarageBand can be used to create and record music and podcasts, which can then be exported to iTunes or published on the Internet with iWeb and a .Mac account.\*
- iWeb can be used for creating webpages, blogs, and podcast feeds. Once published on the Internet, others can subscribe to student podcasts and access other student work.
- iDVD is used for producing DVDs to store and share digital media projects.

All of these applications are simple to use and interface seamlessly with one another. For example, a podcast created in GarageBand can be used on a webpage created in iWeb. Photos in iPhoto and music files in iTunes are easily imported into iMovie HD.

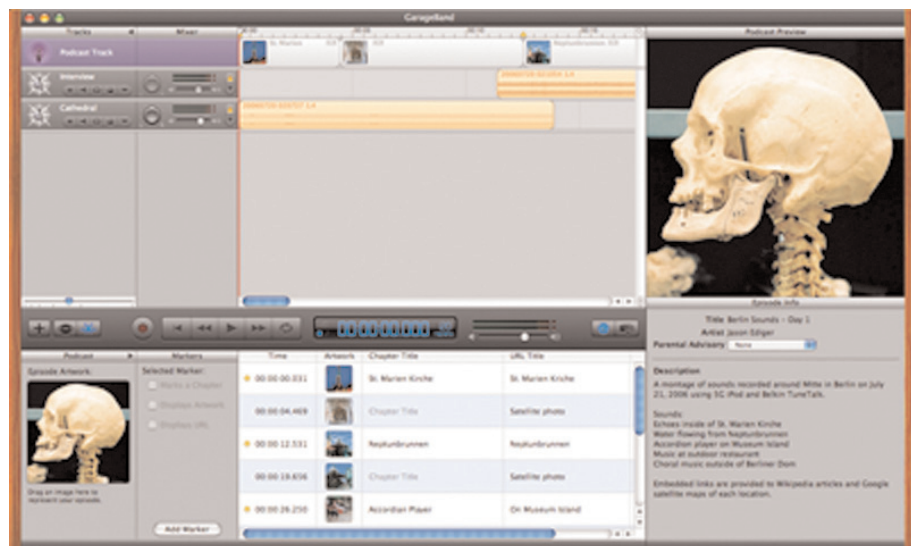
For more information about using iLife in the classroom, including lesson plans, tutorials, and tips, visit: [www.apple.com/education/ilife](http://www.apple.com/education/ilife).

\* The .Mac service is available to persons age 13 and older. Annual membership fee and Internet access required. Terms and conditions apply.

## Producing Podcasts with GarageBand

Creating a podcast with GarageBand is an excellent and easy way to get students started in developing content for the iPod and understanding the iPod interface. It's also a great method for students to express what they've learned. For example, students could create a weekly podcast recap of what they've studied for the week. This could be distributed to parents and the general public as a way to showcase the quality work occurring in your classroom or school. Students could create a podcast of poetry readings or book reports, providing motivation for writing in the classroom. They could also publish summaries of science projects or reports of school sporting events.

All it takes to create a podcast is GarageBand (included with iLife), a computer with a built-in microphone, and your students' creativity. To get started, students open a new podcast file in GarageBand. They click simple controls to start, stop, and play back recording, then add sound effects, jingles (short music snippets designed for podcast use), and other music. GarageBand will automatically adjust the sound quality and volume levels. Students can also create podcast artwork by adding photos or other images from an iPhoto library. This can enhance the podcast and help to tell the story. Students could even add hypertext links that send listeners to relevant websites. Students can then publish the podcast to the iTunes Store, send their podcast episode to iWeb and publish it on the Internet with a .Mac account, or add it to a school intranet.







Before students begin creating podcasts themselves, you may want to review or share with the class some examples of podcasts other students have created. A few of these are listed below.

- *Radio WillowWeb*: Willowdale Elementary School students in Omaha, Nebraska have a lot to share about what they learn!  
[www.itunes.com/podcast?id=73800253](http://www.itunes.com/podcast?id=73800253)
- *Room 208*: A podcast by third and fourth grade students in Wells, Maine. Students share their work, reflections on learning, interviews, Reader's Theater, and more.  
[www.itunes.com/podcast?id=73330439](http://www.itunes.com/podcast?id=73330439)
- *A School in the Coulee*: Longfellow Middle School students in La Crosse, Wisconsin produce this podcast on topics from literary adaptations to the continent of Africa.  
[www.itunes.com/podcast?id=79169064](http://www.itunes.com/podcast?id=79169064)
- *Podcast Central*: This comprehensive collection of podcasts is produced by the students, teachers, and administration of Mabry Middle School in Marietta, Georgia.  
[www.itunes.com/podcast?id=73888013](http://www.itunes.com/podcast?id=73888013)

For more information on podcasting, visit: [www.apple.com/education/podcasting](http://www.apple.com/education/podcasting).

### Using iPod for Voice Recording



With a small third-party recorder that connects to iPod, you and your students can record memos, lectures, interviews, and conversations in full stereo. Audio files can be reviewed later on an iPod by using the headphones or by syncing the audio files with a computer and reviewing them in iTunes.

The possibilities are endless—students can share personal notes, capture field trip notes, track small group discussions, or conduct interviews to use in a documentary film or podcast. Reading samples can be captured for assessment purposes or for students to use for self-reflection. Students learning a foreign language can record themselves to practice speaking and fluency. You can use iPod and a voice recorder to dictate instructions for science labs, lesson plans, and research notes, or to record “to-do” lists as you think of them. iPod with a voice recorder can also be used for recording staff or parent meetings instead of transcribing them. You can share what was recorded by posting the audio file on a website.

When you connect your iPod to a computer, your voice recordings are transferred from the iPod to the computer and placed in the Voice Memos playlist in iTunes. These files are date and time stamped, which allows them to remain separate. You can rename them once they are transferred to the computer for easier identification. If students are using multiple iPod recorders on the same date, this could result in several recording files that share the same date and similar times. To make it easier to identify voice recording files, it's a good idea to have each student say his or her name at the beginning of a recording. That will streamline renaming the files once they are downloaded.

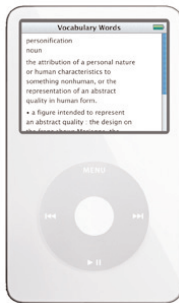
The recorded audio files can be edited in GarageBand, saved in iTunes, and used in other projects, such as for a narration in a podcast created in GarageBand or an iMovie HD movie project. (See “Accessorizing iPod” later in this guide for information about specific voice recorders.)

## Sharing Presentations with iPod



Another great feature of iPod is the ease with which you can share and view presentations that you and your students produce. For example, students could use a presentation to share their findings from a lab experiment or to demonstrate what they have learned about a period in history. Using Keynote or PowerPoint, students can create slides with text, charts, tables, photos, their own artwork, and movies. They can add animation effects and transitions to enhance their presentations. They can then easily share the presentations they've created on an iPod by exporting it in the QuickTime movie format and then importing it into iTunes and syncing it to iPod. Connecting the iPod to a presentation device, such as a projector or television monitor, makes presentations incredibly portable. This is easily accomplished with an AV cable, such as the Apple iPod AV cable. (For more information about the Apple iPod AV cable, see "Accessorizing iPod" later in this guide.)

## Creating Notes for Viewing on an iPod



The iPod Notes format is a powerful tool in the classroom that can be used for displaying text on an iPod. This feature gives you an additional way to present information to students—with the written word as well as with sound and images. For example, students could view new vocabulary words used in a foreign language podcast or read the text of a famous speech. You add a text file to the iPod by first creating a word-processing file and then adding the file to the iPod Notes folder, as described later in this section.

This text can be interactive as well. You can add links to these text files that when selected, take students to other content on the iPod, such as music, images, movies, or other audio. For example, an astronomy student using an iPod could scroll through the names of Jupiter's moons, choose Europa to read text about it, and then select a link to hear a description and see a telescopic photo. Or a written guide to historic places could have links to images and interviews with community members about these sites.

Before you add a text file to iPod, you need to be sure the iPod is set up to be used in disk mode, which means that it can be used as a hard disk to store and transport files. If you have set up the iPod to sync manually with iTunes, it is ready to be used as a hard disk. If the iPod is set to sync automatically, you need to select the "Enable disk use" option in the settings for the iPod. For information about manual and automatic syncing and setting up the iPod for disk use, see "Adding Content to iPod Using iTunes" later in this guide.)

To create a text file in TextEdit and add it to iPod, follow these steps:

- 1 Open a new TextEdit document and create a text file. (TextEdit is included on every new Mac computer, but other word-processing applications that can save text in the .txt format can be used as well.)
- 2 Choose Format > Make Plain Text, then save the document.  
The document is saved in the .txt format (the format needed for using the Notes feature on iPod).
- 3 Connect the iPod to your computer.

- 4 Double-click the iPod icon on your desktop. Locate the Notes folder in the window that appears.
- 5 Drag the text file that you want to view on iPod to the Notes folder to copy it.
- 6 To view this file on the iPod, navigate to Extras > Notes and select the file you want to view.

For more information and step-by-step instructions about this learning component of the iPod, see *Using iPod as a Tour Guide* at <http://developer.apple.com/hardware/drivers/ipod/iPodNoteReaderGuide.pdf>

### **Additional Resources for Creating Content**

Mogopop is a free web-based service where members and visitors can create, publish, and download digital media content for iPod. It has a project builder where you can add text, photos, audio, and video to a project. When completed, the project is published on the Mogopop site for the public to download. As an example, you can download an Edgar Allen Poe poetry anthology that was created using the Mogopop tools. To learn about Mogopop, go to [www.mogopop.com](http://www.mogopop.com).

If you don't want your content to be freely available to the public as with the Mogopop service, you can create content for iPod and iTunes by using TalkingPanda's iWriter software. iWriter lets you create projects with text and audio such as quizzes, lectures, and eBooks. For more information about using iWriter, go to [www.talkingpanda.com/iwriter](http://www.talkingpanda.com/iwriter).

### **Purchasing Education Content from the iTunes Store**

As described earlier in this guide, the iTunes Store provides a wide variety of education content available for purchase, such as classical music, educational TV shows, and documentary movies. To purchase items from the iTunes Store, you need an Apple account, which you will already have if you have ordered items from the Apple Store or have a .Mac account. If you have an AOL account, you can use that to order from the iTunes Store. To create an Apple account, in iTunes, choose Store > Create Account, and then follow the onscreen instructions.

Before making purchases, it's helpful to select the iTunes Store options you want from the Store pane of iTunes preferences. (Choose iTunes > Preferences, then click the Store button.)

Once you have an Apple account, you can make the purchasing process easier by selecting the "Buy and download using 1-Click" option, which lets you buy items from the iTunes Store and download them to your iTunes library with a single click of a button. Or you may prefer to avoid accidental purchases by selecting the "Buy using a Shopping Cart" option, which lets you buy music, news, and videos in a more traditional online purchase environment. (You might not want to use the 1-Click option on the student computers.)

Once you have purchased content, it can be viewed and listened to on the computer or synced to an iPod for learning on the go.

# Adding Content to iPod Using iTunes



The first time you connect an iPod to a computer, the iPod Setup Assistant appears and guides you to name the iPod and choose whether you want to automatically or manually sync the content in iTunes to iPod. (Syncing means to copy the content in an iTunes library to an iPod.) If you set iTunes to automatically update the content, when you connect the iPod to the computer, the content in your iTunes library is automatically updated on the iPod. You can choose to automatically sync all of your content or just some of it, such as particular playlists or photo albums. When you select the manual syncing option, each time you connect the iPod to a computer, you drag the content that you want from the iTunes library to the iPod. This section describes how to set up both of these options. (You can change options at any time.)

**Note:** Your computer should have come with iTunes pre-installed if you have a Mac. However, if you have a PC or you need the latest version, go to: [www.apple.com/itunes/download](http://www.apple.com/itunes/download).

## Syncing iPod Automatically

If you set iTunes to automatically update songs and playlists, when you connect the iPod to the computer, iTunes opens and the content in that iTunes library automatically syncs to your iPod. Even if you set up iPod to manually manage content, you can change to automatically sync content at any time.

To set up an iPod to automatically update content, follow these steps:

- 1** Connect the iPod to your computer. iTunes should open automatically. If you set iPod settings to not open iTunes when you connect the iPod, open iTunes manually.
- 2** Click the iPod icon under Devices.
- 3** From the iPod Settings window that appears, click the Summary tab if it's not already selected.
- 4** To set up the iTunes library and the iPod to mirror the same audio and video content, make sure "Manually manage music and videos" is not selected.
- 5** If you want to be able to use the iPod as an extra hard disk to store or transport files or if you want to be able to add text notes to the iPod, select "Enable disk use" in the Summary pane.
- 6** To sync the library's music, click the Music tab, select "Sync music," then select the "All songs and playlists" button to add everything from the iTunes collection to the iPod. Or, click the "Selected playlists" button, and then select the playlists you want to include from the list of playlists. If you want to include music videos on the iPod, select "Include music videos." If you want to include the album artwork, select "Display album artwork on your iPod."
- 7** To sync the library's movies, TV shows, and podcasts, click the Movies, TV Shows, and Podcasts tabs and select to sync all the titles in that category or just selected ones.
- 8** To sync the library's Photos, click the Photos tab and select the options you want.
- 9** To sync Address Book contacts and iCal calendars, click the Contacts tab. To have your contacts available on the iPod, select "Sync Address Book contacts," then select either "All contacts" or "Selected groups." To sync your iCal calendars, select "Sync iCal calendars" and either "All calendars" or "Selected calendars." (For more information, see "Syncing Calendars to iPod" later in this guide.)
- 10** When you're finished, click Apply.  
iTunes starts loading your iPod with the selected content. This can take several minutes if the iTunes library is large.
- 11** To start playing the content on the iPod, disconnect the iPod from your computer by clicking the small eject button to the right of your iPod icon in the Source list of iTunes. When the icon disappears from iTunes and the iPod no longer displays the "Do Not Disconnect" message, you can safely disconnect the iPod.

## Syncing iPod Manually

If you are managing a classroom set of iPod players, you may want to choose to sync the iPod players manually so that you can control what is loaded on each iPod. This way, you'll know exactly what content the students will see. In manual mode, you can add songs, playlists, podcasts, and audiobooks by simply dragging the content you want onto the iPod icon in the iTunes Source list. (For more information about how to administer the student iPod players, see "Managing iPod and iTunes for Student Use" later in this guide.)

To set iTunes to manually update songs, playlists, audiobooks, videos, and podcasts on iPod, follow these steps:

- 1 Connect the iPod to the computer. Open iTunes if it does not open automatically.
- 2 Click the iPod icon under Devices in the Source list of iTunes.
- 3 In the iPod Settings window that is displayed, click the Summary tab if it's not already selected.
- 4 Select the "Manually manage songs and videos" button.

This deselects all sync options in the Music, Movies, and TV Shows tabs. Selecting this option also enables the "Enable disk use" option that allows you to use the iPod as a hard disk and add text notes to the iPod.

- 5 To manage podcasts, photos, and contacts manually, click the Podcasts, Photos, and Contacts tabs and deselect each of their sync options.
- 6 Click Apply.

To manually add content to any iPod model, follow these steps:

- 1 Connect the iPod to the computer. If iTunes doesn't automatically open after you connect it, open iTunes.
- 2 To add songs or audiobooks from the iTunes library, click Music in the Source list, select one or more items you want (or select multiple songs and audiobooks by Command-clicking items on a Mac or Control-clicking items in Windows), then drag them onto the iPod icon in the Source list. To add a playlist, select the playlist in the Source list and drag it onto the iPod icon in the Source list.
- 3 To add podcasts, click Podcasts in the Source list. Then either drag a podcast title to the iPod icon in the Source list to copy all of the downloaded episodes, or click the disclosure triangle next to any podcast title and drag any podcast listing to add individual episodes.
- 4 When you're ready to start using iPod, disconnect it from the computer by clicking the small eject button to the right of the iPod icon in the Source list. When the icon disappears from iTunes, you can safely disconnect iPod.



# Managing iPod and iTunes for Student Use

This section will help you understand how best to manage iPod and iTunes in your classroom. Because iPod is designed to be paired with one computer or user account, the way you use iPod in the classroom will more than likely determine how you decide to set up user accounts. Keep in mind that content from iTunes and iPhoto libraries is copied to iPod from a computer.

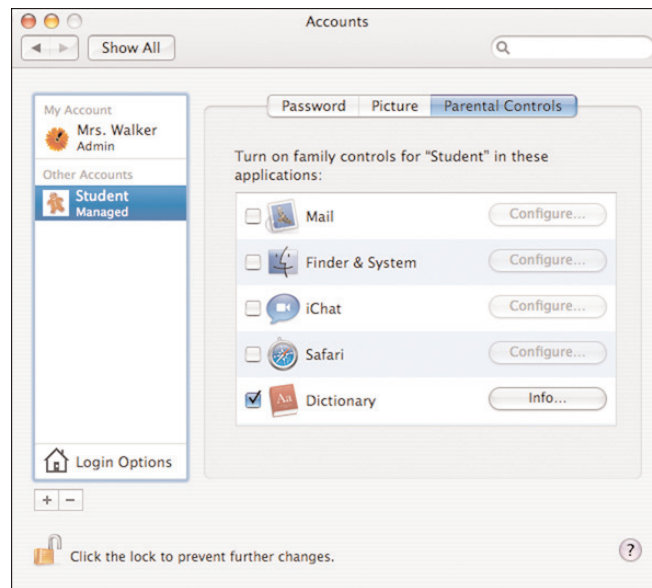
## Getting Students Up to Speed

Most students will not need instruction on how to use an iPod, but you might want to review specific items such as how to access different types of content and how to start and stop an audiobook or a movie. By attaching a projector to a computer, you can demonstrate to the class how to use iTunes and the other applications they will be using, such as GarageBand for creating a podcast. If you have access to a document camera, this tool is an excellent way to demonstrate the features of the iPod itself. If you don't have use of a document camera, you can create a makeshift one by connecting a camcorder to a projection device.

## Setting Up Student Groups and Accounts

Mac OS X is the current version of Apple's operating system. Mac OS X is a multiuser system designed to create distinct spaces for each user's work. With Mac OS X, each computer has at least one "administrator" account used for installing software, changing settings, and setting up additional user accounts. Each user has his or her own iTunes library, as well as a Documents folder and other folders set up to store different types of files.

Once a user account is set up on a computer, the person using that account logs in as that user and can only see that user's files. Accounts are set up from the Accounts pane of System Preferences. (Open System Preferences, then click Accounts. An administrator clicks the plus sign to add a new user account.) To learn more, choose Help > System Preferences Help when System Preferences is open or go to the Mac OS X Support site at [www.apple.com/support](http://www.apple.com/support). The following sections describe different ways you might want to set up the student user accounts on a Mac for use with iPod players.



### Providing the Same Content for All Students

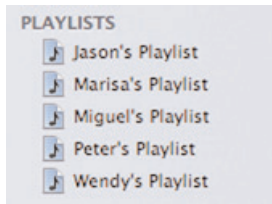
If you want all of your classroom iPod players to contain the same content, one way to do this is to set up a computer with two user accounts—an administrator account for you and one student account that all students share. With this setup, a student using the computer would log in with the student group username and password. You would log in to that computer using the administrator account.

All of the students would share a common iPhoto and iTunes library. When an iPod is synced with the computer, the content from the shared student account's iTunes and iPhoto libraries would be loaded onto the iPod player. Many teachers find setting up a single student user account for use with classroom sets of iPod to be the easiest way to manage and distribute content.

### Providing Separate Content for Each Class

If you have multiple classes using the same computer, you could set up one user account for each class. If students save their work to individual computers rather than to a server, separate class accounts would make it faster for students to locate their work because the account would only include work saved by students in that particular class.

Each class account would have its own iTunes and iPhoto libraries, which would allow the content to be different for each class, such as one account for first year French and another for AP French. This would allow you to sync the iPod players with the content needed for each class.



## Providing Customized Content for Individual Students

If you want to provide specific content for individual students, you can do this by creating separate playlists in iTunes. You could set up one student group account to sync all content to one main iTunes library as described in the previous section. You can then provide individualized content for each student by creating a playlist for that student that contains items to be used by that student on an iPod. If you set the iPod players to sync manually, you can drag each student's playlist to the iPod he or she will be using. Playlists can also be used for special projects or for organizing content by subject.

To create a new playlist in iTunes, follow these steps:

- 1 Choose File > New Playlist, or click the Add button (+) in the bottom-left corner of the iTunes window.
- 2 Type a name for the playlist.
- 3 Click Music (or another item below Library) and then drag the item to the playlist. To select multiple items, hold down the Command or Shift key while you click.

Another way to provide customized content for each student is to create one user account for each student using the computer. Although such accounts take longer to create initially, this is a good way to provide privacy for student work saved on the computer. You may also want individual accounts when students need special settings on the computer to accommodate learning or other disabilities. iTunes and iPhoto libraries would be unique to each student account, and the iPod players would be synced for individual student content using this type of setup.

## Keeping Track of Student iPod Players

One of the most powerful aspects of iPod is that it is a portable learning tool. Like textbooks, notebook computers, and other learning tools that may go to and from school with students, you probably will want to asset tag the iPod players using the same type of asset tags or barcodes you do for other items. If the library manages them, you can use the same checkout system used for library materials.

If you are checking iPod players out from your classroom, you might want to use a sign-in/sign-out sheet to help keep track of them. Along with asset tags, you might want to consider numbering the iPod players to help you keep track of which iPod is being used by which student. When you first set up each iPod using the iPod Setup Assistant, you name each iPod. You can use these names when you set up your system for checking out the student iPod players.

Another management idea is to purchase inexpensive small plastic containers and put together an iPod "kit" containing an iPod, headphones, a voice recorder, and a USB cable for checkout.

## Sharing iPod Players

Along with checking out iPod players to students to take to and from school, there are other ways they can be shared. If you do not have a class set of iPod players, you can assign one iPod to a group of students, using a project-based learning approach. You can also use an audio splitter, like the Griffin SmartShare Splitter, to allow two students to share one iPod.

Even one iPod and voice recorder can be effectively used with a group of students—simply pass the iPod from student to student, having them record a reading passage for assessment or narration for a story. (For more information about audio splitters and voice recorders, see “Accessorizing iPod” later in this guide.)

## Restricting Access with Parental Controls

iTunes has a specific setting that you can use for extra security, such as to restrict access to explicit content from the iTunes Store. To select these options, choose iTunes > Preferences, then click the Parental button. Select the options you want, then click OK.



# iPod for Professional Development and Other Uses

iPod and iTunes offer many other valuable uses for you as an educator and to support learning in the classroom. For example, you can use iPod to access a wealth of professional development resources, sync calendars and to-do lists to iPod, add all contact information, and use iPod as an additional external hard disk.

## Using iPod for Professional Development



For educators, there's never enough time in the day, which is why using iPod for professional development is such a great solution. The portability of iPod gives you the ability to review and reuse development materials when and where it's most convenient. You can download professional development content to your iPod and listen while you're at the gym, driving to and from work, or doing chores at home. You can learn new directives and techniques without waiting for the next face-to-face training session.

Podcasting allows administrators to update faculty—even an entire district—in minutes. With just a few clicks, professional development content can be delivered automatically. It's the perfect way to expand ongoing training programs without straining district resources.

Many types of professional development content are available for iPod. An abundance of educational resources, both commercial and free, are available from the iTunes Store, including audiobooks and professional development podcasts.

These materials can be synced to iPod for convenient learning on the go. For example, you can check out professional development podcasts such as *Conference Connections* from Apple Distinguished Educators, *Learn to Podcast* by Apple, and the *November Learning Podcast Series* by Alan November, each of which can be subscribed to free of charge from the iTunes Store. Using iPod, you are able to use these professional development resources to increase your own learning.

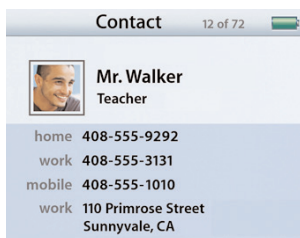
## Syncing Calendars to iPod



To keep track of important dates or school schedules, you and your students can use the Calendar feature of iPod. You can create a class calendar with iCal (included on every new Mac) or Outlook with due dates for projects, school holidays, field trips, and other school activities. Then you can sync the calendar to an iPod to share with the class. These calendars can also include the To-Do items to help you keep track of important tasks. For more information, visit:

<http://docs.info.apple.com/article.html?artnum=304685>.

## Adding Contact Information to iPod



If you're using a Mac, you can readily sync contact information in Address Book, such as phone numbers and email addresses, with your iPod. This means you could add an Address Book entry for each of your students by downloading information from your student information system (complete with photos) and store that information on your iPod for easy retrieval. If you're using Windows, you can easily sync contacts from Microsoft Outlook or Outlook Express. Alternatively, you can transfer contact information from any Mac or Windows contacts manager that can export (or supports) contacts in vCard (.vcf) file format, such as Palm Desktop, Microsoft Entourage, and Eudora. With this feature, you can have on-the-go access to student information and important contacts. It would also aid students who are working together on a group project to have instant access to each other's contact information. For more information, visit:

<http://docs.info.apple.com/article.html?artnum=304685>.

## Using iPod as a Hard Disk

The iPod is also valuable as an external hard disk—you can use it to transport files between school and the classroom and to store students' digital media projects. Before you can use an iPod as a hard disk, you need to make sure the "Enable disk use" option is selected in the Summary pane of iPod settings in iTunes. (For more information, see "Adding Content to iPod Using iTunes" earlier in this guide.) When this option is selected, an icon for the iPod appears on your desktop when you connect the iPod to your computer. Double-click the icon and an iPod window appears. To add files to your iPod, just drag them to this window. You can create new folders in the window, just as with any other Mac windows, to organize your files. When you connect the iPod to a different computer, just drag the files or folders to the location you want on that computer. To delete files or folders from the iPod, drag them from the iPod window to the Trash.



# Accessorizing iPod

Many types of helpful accessories are available to enhance the use of iPod for teaching and learning. For details about iPod accessories, go to: [www.apple.com/education/products/ipod/accessories.html](http://www.apple.com/education/products/ipod/accessories.html).

## Voice Recorders

By adding a small voice recorder to an iPod, you and your students will have a portable recording device with many uses, such as recording reading assessments or notes on a field trip. See “Using iPod for Voice Recording” earlier in this guide for more information about recording with iPod.

**Belkin TuneTalk Stereo.** The Belkin TuneTalk Stereo recorder attaches to the iPod dock connector and has two high-quality omnidirectional microphones for recording with an iPod in full stereo. It also includes a stand for hands-free recording.

**XtremeMac MicroMemo.** This audio recorder lets you and your students capture high-fidelity audio directly on an iPod. It attaches to the iPod dock connector and includes a flexible, detachable microphone. Powered by the internal battery of the iPod, MicroMemo also includes a built-in speaker for instant playback without headphones.

## Speakers



External speakers are helpful when you want to play back content from an iPod or a computer for the whole class to listen.

**iPod Hi-Fi.** The iPod Hi-Fi is a compact sound system with an integrated Universal Dock for iPod that produces sound powerful enough for a classroom. You can use iPod Hi-Fi with iPod or with an external audio source, such as a computer or DVD player.

**JBL Creature II Speakers.** The JBL Creature II subwoofer and satellite speakers deliver high-quality and deep sound in a classroom or auditorium. They support all iPod models and all computers with a headphone port.

**Altec Lansing inMotion iM11.** This is a portable sound solution that allows content on an iPod to be shared in any location.

## Cases

The iPod comes with a sleeve to protect it when not in use. However, if you plan to have students take the iPod players outside of the classroom, you might want to consider purchasing a more sturdy case, such as one of the following:

**Contour iSee.** The Contour iSee provides all-around protection in a snap-on design case. The two halves of the iSee case snap together around the iPod, adding minimal bulk without obstructing viewing or controlling the iPod.

**Speck ToughSkin.** For students who are tough on their equipment, the Speck ToughSkin offers rugged protection for the iPod. It also includes a belt clip and screen protector.

## Other Accessories

**Apple iPod Camera Connector.** The Apple iPod Camera Connector provides a fast, easy way to transfer images from a digital camera to an iPod. You plug the iPod Camera Connector into the iPod dock connector, plug in the camera's USB cable, and the images are transferred to the iPod.



**Apple iPod Power Adapter.** You can charge your iPod battery by connecting your iPod to an Apple iPod Power Adapter using the FireWire or USB cable that came with your iPod. Then plug the adapter into a working electrical socket.

**Kensington Digital FM Transmitter/Auto Charger for iPod.** Stuck in traffic and want to use that time for your own benefit? You can listen to music or professional development podcasts while you're driving. This transmitter/auto charger plays and charges your iPod using your car's FM radio and DC power source.

**Griffin SmartShare Splitter.** Not enough iPod players to go around? The Griffin SmartShare Splitter allows two students to share one iPod, while letting them each use their own pair of headphones and volume controls.



**Elmo Document Camera.** The Elmo TT02 Portable Document Camera allows you to demonstrate iPod controls and features to your entire class as you get them familiar with the device. It has power zoom, auto focus and contrast, and RCA/RGB outputs. For more information, visit [www.elmousa.com](http://www.elmousa.com).

**iPod AV Connection Kit.** Bring photos, movies, and Keynote presentations to the big screen. This kit includes everything you need to connect iPod to a projector or TV and keep it charged.

# Curriculum Ideas, Success Stories, and Lesson Starters

There is no shortage of ways you can use iPod and iTunes to support teaching and learning. This chapter provides ideas for their use in the classroom, some profiles of actual success stories, and several lesson starters.

## Enhancing Classroom Learning with iPod and iTunes

This section provides suggestions for just some of the ways you can enrich your curriculum with the use of iPod and iTunes.

### Supporting Second Language Acquisition



Students can use the iPod to assist with learning a foreign language. They can listen to audio recordings to learn words and phrases, hearing the proper pronunciations on the iPod. They can also record themselves using iPod and a voice recorder or with GarageBand to practice the language and improve their fluency. Using the lyrics and album art information in each audio file can further reinforce the learning of another language. For example, if the text of what a student is listening to is pasted into the Lyrics portion of the audio file, students can see and hear the content. The images included with the audio file as “album art” provide a visual for the audio file being listened to.

### Building Reading Fluency

Struggling readers do not know what they would sound like as a fluent reader. You can record students who are struggling with reading in GarageBand as they read a passage. Then edit the recording by eliminating pauses and miscues so that the student sounds as fluent as possible. Send the edited recording to iTunes and sync with an iPod. Let the student listen to himself or herself reading naturally—that recording then becomes the bar the student strives for when reading aloud.

### Motivating Readers with Audiobooks

Audiobooks can be purchased for use on the iPod, or older students can use an iPod with a voice recorder or GarageBand to narrate and record books for younger students to listen to, perhaps with each older student reading one chapter in a book. The iPod can then become a “listening center” while the younger students read the text. In this way, the child’s auditory and visual senses are receiving the input. Some teachers find it helpful to have hesitant or struggling readers listen to the first chapter of a book on an iPod so they can get “hooked” on the book, and then have them read the rest of the book on their own.



## Reaching All Learners

iPod can be a supportive tool in the learning possibilities for students with special needs. Using an iPod, students at all levels can listen to audiobooks, speeches, foreign language samples, and podcasts. Students can also reinforce their auditory learning by viewing slides, photos, and video as well as text files. Use of the iPod can help visually impaired students access the curriculum via audio files. English language learners, students who struggle with reading and writing, and students who need auditory and visual input simultaneously for learning to “stick”—these students will all be well-served by an iPod.

The iPod can be loaded with audio versions of your lectures, audiobooks, famous speeches, Keynote presentations to use for homework support or test review, and more. And with a voice recorder connected to the iPod, students can record many types of audio files—for example, ELL students can record and play back English dialogue, and students with literacy needs can record reading samples for assessment or reading practice, or they can record notes if they have difficulty with written note-taking.

## Using iPod for Assessment

Oral language sampling is one way to evaluate the language of students with a hearing loss or any language delay. Recorded speech and language can be analyzed to know which grammatical structures and speech sounds the student has mastered, as well as to identify new goals. A voice recording is often a more accurate indicator of the communication ability of a student than evidence obtained through formal tests, and the recordings can be used year after year to track student progress. The teacher uses an iPod with a voice recorder to record a student telling a story, describing a picture, sharing information about a favorite toy from home, or talking about anything that will have the student leading the conversation. Next, the recording is imported into iTunes to save in the student’s audio playlist. The teacher can then use an iPod or iTunes to easily move to any point in the sample for ease of use in transcribing and reviewing the student speech sample. These samples can also readily be shared with parents or a student study team. Using an iPod and iTunes for capturing and storing these voice recordings greatly simplifies the process. For more detailed instructions, visit:

<http://edcommunity.apple.com/ali/story.php?itemID=10672>

## Learning from Other Educators: iPod Success Stories

Educators across the country have had success integrating iPod into the curriculum, resulting in higher student achievement. The following are just a few examples of how iPod is being used to support teaching and learning.

### iPod Helps Special Needs Students

At Louisa-Muscatine Elementary School in Letts, Iowa, special education students are using iPod to assist with test-taking. Instead of needing the assistance of an onsite

paraprofessional to read the questions aloud, students can grab an iPod, put on headphones, scroll through the menu to find the test they need, and listen to the questions being read to them as they see them on their test papers.

[www.apple.com/education/profiles/louisamuscatine](http://www.apple.com/education/profiles/louisamuscatine)



### Elementary Students Become Podcasting Pros

Room 208 at Wells Elementary School in Wells, Maine has some stars in the making. These third and fourth grade students have been producing their own podcast for quite some time, and it has a national following. Learn how podcasting has transformed the education of these students.

[www.apple.com/education/profiles/wells](http://www.apple.com/education/profiles/wells)

### iPod Personalizes Language Learning

At the Brearley School in Manhattan, New York, iPod has become an integral part of language classes. The portability of the iPod allowed the school to utilize technology to support the acquisition of a second language.

[www.apple.com/education/profiles/brearley](http://www.apple.com/education/profiles/brearley)

## Lesson Starters for Integrating iPod into Your Curriculum

The project descriptions in this section provide suggestions for how you can enrich your curriculum using iPod and iTunes. You can adapt these projects to meet the needs of your classroom or use them as starting points to develop your own lesson plans.

### Sueños—Dreams: Immigration Stories



When families immigrate to the United States, it is challenging for students to learn a new language and stay motivated in school. When students tell their stories of immigration, however, they all have the same theme: they were here in search of a better life. Hence, the name Sueños.

In this project, English language learners (ELL) are assigned a lesson that focuses on reflection, reading, writing, oral language development, and presentation skills. The students work individually to script their story of their journey to this country and create a short presentation movie in iMovie HD. Students have the opportunity to discuss their experiences and memories of leaving their native country, but also include thoughts, ideas, and dreams of coming to live in the United States and coming to school here. Students use an iPod and a voice recorder to create recordings of their reflections in both English and their native language, such as Spanish. The audio files are added to the movie as a narration track. They add appropriate images to illustrate each point. With this project, ELL students use an iPod and other technology tools to motivate and assist them in developing their oral language skills. The project incorporates multiple intelligences through the use of text, audio, and image files.

## Walking Tour of the School or Community

In this project, students work in groups to create audio tours of their school or community. Students use an iPod and a voice recorder to record commentary and sounds at various places on the tours. They take photos of the various stops to illustrate the commentary. They then combine the audio and photos with music and any additional narration in GarageBand to create enhanced audio files for each episode. Each final mix can be exported back to the iPod for use as an audio tour guide for other visitors or can be published as an enhanced podcast for downloading by community members. Audio tours can focus on historical aspects of the community and involve the local historical society as a community outreach project. Audio tours of the school are a great way to familiarize prospective and new students with all of the wonderful aspects of your school. The project provides a team approach to learning that caters to a variety of learning styles within each team. The use of the iPod allows easy recording and capture of information, sounds, and reflections and is an excellent way to share the students' work.

## Morning Announcements Podcast

In this project, a team of students creates a regular podcast of the school's morning announcements. Regular features such as a "Word of the Day" or "Joke of the Day" can be added to further engage students. Audio announcements and banter are recorded using an iPod and a voice recorder. The audio is then combined with relevant photos in GarageBand to create an enhanced audio file. Using iWeb, a regular podcast is created and posted. Staff, students, and parents can subscribe to the *Morning Announcements* podcast and stay up to date with relevant information. The project encourages a team approach for a regular group of students and caters to many different learning styles.

## Oral Histories



During a course of study in American history, students investigate the theme of what it means to be American in a pluralistic society. One way students can explore this question is by conducting oral histories with a family member and creating a presentation of the interview. After a discussion about what it means to be an American, students use an iPod and a voice recorder to interview a family member. They then combine the interview with old photos of that relative in iMovie HD and create a short video history about that person. The final movies are presented to the class. In this way, students begin to develop a better understanding of their own family history as a means for framing a discussion and an understanding of who they are themselves. For detailed instructions, visit:

<http://edcommunity.apple.com/ali/story.php?itemID=10667>

## iPod Reporters

In this project, students explore the basics of news reporting and gain an understanding of why news is news and what their responsibilities are as news gatherers. Students then plan a class newspaper. After determining topics for articles, students head out, equipped with an iPod and a voice recorder, to interview their sources. They download their interviews to iTunes when they return to class.



They then compose their stories and complete and distribute their newspaper. Using an iPod to record interviews for a newspaper story allows students to concentrate on an interview while it is happening rather than trying to take notes as they listen. This is especially helpful for younger students or those who face challenges with hearing, writing, or attending to multiple tasks. When the interview is over, students can listen to it again and again, allowing them to include accurate quotes and details in their stories. For detailed instructions, visit:

<http://edcommunity.apple.com/ali/story.php?itemID=10669>

### Digital Science Experiments

Students sometimes find it difficult to conduct science experiments, especially if they are visual learners and have a difficult time with written or oral instructions. By using recordings of the teacher's instructions and student observations combined with photos of an experiment's progress, all students can review and observe what occurred. The teacher uses an iPod and a voice recorder to provide experiment instructions to small groups of students. Students listen to the directions first, then they observe and record their experiment steps and results using a digital camera and an iPod. The images and audio are then combined in an iMovie HD project that can be exported to an iPod to share with others. This lesson can be applied to any science experiment. It's a great way to reinforce student learning and to share experiments with students who weren't there.

For detailed instructions, visit:

<http://edcommunity.apple.com/ali/story.php?itemID=10666>

### Field Trip Tours



This project is used in conjunction with a class field trip designed to support subject content taught in class—for example, the class could visit an Asian art museum when studying China or a science museum when studying biology. On their field trip, students use an iPod with a voice recorder to capture their thoughts, reflections, and new learning on the museum and the exhibits they visit. They also take photos with a digital camera. Upon returning to school, they combine the audio and photos to create a guided tour in iMovie HD to share with others. The movie can also be exported for use on an iPod, thus making the tour even more portable. Using audio, images, and an iPod, students create a series of guided tours through a museum, creating a virtual museum for others to access. The student reflections serve as a way to allow students unable to attend the field trip to see what resources are available in the community and make connections to courses of study in the school. The tours also help teachers prepare subsequent classes for trips to the same museum. These student-created tours can even be shared with the museum itself as a community outreach project.

For detailed instructions, visit:

<http://edcommunity.apple.com/ali/story.php?itemID=10663>



### Learning Math with Music

Students need to learn number facts. Many students learn these faster when they can use mnemonics, rhymes, and songs. In this lesson, students work in groups to create their own rhymes and songs for an entire family of math facts. Individual students record their math facts creations using an iPod and a voice recorder. The class will then have a complete collection of math rhymes that can be used in class or burned to a CD for students to use at home. Students love to create their own memory rhymes and songs, which allows them to personalize math facts. The portability of the iPod can help with developing these math skills by allowing students to listen repetitively to the math facts inside or outside of the classroom.

For detailed instructions, visit:

<http://edcommunity.apple.com/ali/story.php?itemID=10668>

### Radio Show

The *War of the Worlds* radio show rocked the nation when it first aired. At the time, the nation's news and entertainment came over radio waves. After reading and listening to several radio dramas, student groups write a radio drama based on an event or a period in history. Students write commercials that are appropriate for the radio age and create sound effects. The radio shows are recorded using GarageBand or an iPod with a voice recorder, imported into iTunes, and then shared with the whole class. Writing and recording an original radio play allows students to demonstrate an understanding of a historical event and the genre of the radio play. The iPod is an effective tool for this process because it is portable and stores huge amounts of data. Digitally recorded plays can be rebroadcast to individuals or groups using the iPod.

For detailed instructions, visit:

<http://edcommunity.apple.com/ali/story.php?itemID=10664>

### Kindergarten Animal Podcast

Kindergarten students study all kinds of animal life in science. They also are developing their language skills, particularly those students for whom English is a second language. After studying about a particular animal, students draw a picture of the animal illustrating what they've learned. Those illustrations are scanned to create a digital copy. The students then compose a few sentences to summarize what they've learned about the animal. Using a voice recorder, they take turns recording their sentences into an iPod or directly into a computer using GarageBand. The group recording is then combined in GarageBand with the scanned images, or in iMovie HD to create a movie file, so that as a particular student is narrating, his or her illustration is displayed. The project can then be shared as part of a class podcast with other kindergarten classrooms, parents, and the community.

# Resources

## Apple Websites

You can visit various Apple websites to learn more about iPod and iTunes. At these sites, you will find tutorials, lesson plans, and many other valuable resources.

### iPod in the Classroom

These websites provide information on all aspects of using iPod and podcasting in the classroom:

[www.apple.com/education/ipod](http://www.apple.com/education/ipod)

[www.apple.com/education/podcasting](http://www.apple.com/education/podcasting)



### iPod at a Glance

This is a wonderful, rich tutorial of all things iPod:

[www.apple.com/support/ipod101](http://www.apple.com/support/ipod101)

## iTunes at a Glance

This tutorial provides everything you need to know about iTunes:

[www.apple.com/support/ipod101/tunes](http://www.apple.com/support/ipod101/tunes)

## iTunes Support

The iTunes product support pages are packed with information to help you learn to use iTunes and to assist you with any questions you may have. The support resources include all iPod manuals and information about system requirements and location of files. User discussions, articles, and all the latest versions of iTunes and iPod updates can be found here.

[www.apple.com/support/itunes](http://www.apple.com/support/itunes)

## Apple Learning Interchange

Apple Learning Interchange (ALI) is a free online resource for educators that showcases a wealth of content ranging from simple educator-created lesson plan ideas to in-depth curriculum units, rich with digital media. You will also find valuable resources, created by educators, for iPod and iTunes in the classroom or for professional development. These resources are always free of charge, and new content is added frequently.

<http://edcommunity.apple.com/ali>



## iLife in the Classroom

These sites provide lesson plans and other resources for using the applications in iLife in the classroom:

- iLife in the Classroom  
[www.apple.com/education/solutions/ilife](http://www.apple.com/education/solutions/ilife)
- iMovie HD in the Classroom  
[www.apple.com/education/imovie](http://www.apple.com/education/imovie)
- GarageBand in the Classroom  
[www.apple.com/education/garageband](http://www.apple.com/education/garageband)
- iPhoto in the Classroom  
[www.apple.com/education/solutions/iphoto](http://www.apple.com/education/solutions/iphoto)
- iWeb in the Classroom  
<http://www.apple.com/education/iweb>

## Apple Professional Development

Apple Professional Development is a good aide for getting up to speed quickly with your new classroom iPod players. The Apple Professional Development team can design and deliver professional development that is customized to meet your needs. There is a wide range of onsite and online training available. For example, Podcasting in Education is designed to help you discover how easy it is to create, distribute, and access podcasts. With this training, you can enhance your podcast-creation skills and fully understand the power of podcasting in education. Topics such as "Getting Started with the iPod and Podcasting," "Digital Content on the Go," and "Podcasting to Engage Visual and Auditory Learners" are just some of the training available to you through Apple Professional Development.

[www.apple.com/education/solutions/apd](http://www.apple.com/education/solutions/apd)

## Third-Party Resources and Solutions

### Reference Material for the iPod

You can use the resources on this site to listen to and view widely known content on your iPod. Dictionaries, encyclopedias, study guides, test preparation materials, and more are available.

[www.ipreppress.com](http://www.ipreppress.com)

### Resources for Handheld Computing in Education

This site provides resources, including lesson plans, tutorials, and articles, for using iPod and other handheld devices in schools.

[www.learninginhand.com](http://www.learninginhand.com)

### Discovery Education's *unitedstreaming*

Discovery Education's *unitedstreaming* is the largest and most current K-12 standards-aligned digital video-on demand and online teaching service available today and the only one scientifically proven to increase student achievement. *unitedstreaming* contains content from top-notch producers such as Discovery Channel, Scholastic, and BBC, and all video content is correlated with state and provincial standards, giving teachers the ability to select just the right content to satisfy local requirements. Items from *unitedstreaming* can be downloaded to a teacher iPod for student viewing and anytime access.

[www.unitedstreaming.com](http://www.unitedstreaming.com)

### ProfCast

ProfCast is a tool for recording and publishing a live Keynote presentation. The complete presentation can then be published with RSS support and can be downloaded to an iPod for portable viewing.

[www.profcast.com/public/index.php](http://www.profcast.com/public/index.php)

### Nike + iPod Sport Kit



Childhood obesity is a serious health problem facing today's students. Using the Nike + iPod Sport Kit, students can become motivated about physical fitness and learn some math and science while they're at it. With this kit, the Nike+ shoe "talks to" iPod nano, providing data about the workout. The sensor uses a sensitive accelerometer to measure running and walking activity and then wirelessly transfers the data on speed, distance, time, and calories burned to the receiver attached to iPod nano. Real-time feedback from a male or female voice, plus the ability to listen to music, make getting physically fit motivating for students. When iPod nano is synced to iTunes, the data is transferred to a Nike website where students can readily track their progress, analyze their current and past workout data, and compete virtually with others around the globe.

For more information, visit [www.apple.com/ipod/nike/](http://www.apple.com/ipod/nike/).

# Appendix: iPod 101

This appendix provides some of the basics for how to use an iPod. You can refer to this information when you demonstrate the iPod to the class.



## Display

Any iPod with video capability can display navigation menus, audio file information (filename, artist, genre, and more), photos, video, album art, playlists, volume, audio file progress, the time, personal contacts and calendars, notes, a stopwatch, a screen lock control, lyrics, and multiple world clocks.

iPod models with video capability feature a color 2.5-inch (diagonal) LCD screen to help you navigate and control everything on your iPod. There are a variety of ways to browse music, photos, and videos on an iPod—some of the most common methods are by artist, album, song, or video name, or by your own personalized playlists and photo albums. You can also use the display on your iPod to view and change settings and to use a variety of extras such as contacts, calendars, notes, and a stopwatch.

## Click Wheel

This circular-shaped dial doesn't physically spin; it's a touch-sensitive pad (much like a trackpad on a notebook computer) that senses movement as you glide your finger across its surface. Just whirl your finger around the wheel to scroll through menus, turn up the volume, move through an audio track, view your photo collection, and more, depending on where you are on your iPod. The wheel also serves as a four-



way controller; just press any control's label (for example, "menu") toward the edge of the wheel to activate it. Unlike the wheel, these buttons aren't touch-sensitive—pressing a label on the Click Wheel actually pushes a corresponding button underneath the wheel. You can play, pause, rewind, fast forward, and skip songs or other items, or go to other menus using the buttons on the Click Wheel.

### **Turning iPod On or Off**

You won't find a dedicated switch to turn your iPod on and off. To turn it on, just press any button. But first make sure that the Hold switch (on the top of your iPod) isn't engaged. To turn off iPod, press and hold the Play/Pause button until iPod turns off.

**Tip:** To keep from accidentally turning on your iPod in transit and using battery power, slide the Hold switch to the hold position to lock the controls. You can tell iPod is in Hold mode when you see orange on one side of the switch.

### **Center Button**

This button in the middle of the Click Wheel lets you choose the currently highlighted menu item shown on the display. For example, if you're in the Music menu, you can whirl your finger around the Click Wheel until Songs is highlighted, then press the Center button to go to the Songs menu and see all the songs on the iPod. You can then highlight a song and press the Play/Pause button to hear it.

### **Menu Button**

This button takes you back to the previous menu, similar to how the Back button in a web browser takes you back to the previous page. For example, if you're now playing a song (after following the example for the Center button above), pressing the Menu button returns you to the Songs menu. Press the Menu button again to go back to the Music menu and one more time to return to the main (iPod) menu.

### **Previous/Rewind Button**

When an audio or video file is playing on your iPod, you can start the file over by pressing the Previous/Rewind button once or rewind through the current file by holding down the button as long as you want. When listening to a song or audiobook, you can go to the previous song or chapter in the list by pressing the button twice. When browsing photos, pressing the Previous/Rewind button takes you back to the previous screen of photos. If you are viewing a slideshow, press this button to go back to the previous photo in the slideshow.

### **Next/Fast-forward Button**

When a song or audiobook is playing on your iPod, you can skip to the next song or chapter in the list by pressing the Next/Fast-forward button once. By holding down the Next/Fast-forward button, you can fast-forward through any audio or video file as long as you want. When browsing photos, pressing this button lets you skip to the next screen of photos. If you are viewing a slideshow, press this button to skip to the next photo in the slideshow.

**Play/Pause Button**

When you choose a song, a video, an audiobook, or a podcast, pressing the Play/Pause button either plays the selection or pauses it if it's already playing. When you're viewing photos, you can choose any photo or album and press this button to play a slideshow. Press it again to pause the slideshow. Remember that pressing and holding the Play/Pause button also turns off the iPod.

**Using Audiobooks on iPod**

If an audiobook has chapters, you can press the Next/Fast-forward or Previous/Rewind button to skip to the next chapter or the beginning of the current chapter in the audiobook. You can also hold down the Next/Fast-forward or Previous/Rewind button to move quickly through the book.

You can also set up an iPod to play audiobooks at speeds faster or slower than normal with audiobooks purchased from the iTunes Store or [www.audible.com](http://www.audible.com). To set an audiobook's play speed, on the iPod, choose Settings > Audiobooks and choose a speed. The play speed can also be adjusted while students are listening to an audiobook. To do this, press the Center button until you see the Speed menu item, and then use the Click Wheel to set Speed to Slower or Faster.